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21 February 1967

OFFICE OF SECURITY DIRECTIVE NO. 67-1

FOR : Deputy Directors, Staff, Division and Branch Chiefs,  
and Security Duty Officers

SUBJECT: Handling of Emergencies

1. This Directive sets forth the policies and procedures to be followed in handling of emergency situations that may arise during off-duty hours. It is the responsibility of the Office of Security to be prepared to meet these emergencies and to take appropriate and immediate action to:

a. Protect the security interests of the Agency and the Government;

b. Assist the person or persons involved in the emergency; and

c. Advise other components in the Agency as appropriate.

2. These emergency situations, which arise continually, may require prompt action by any of the following: Office of Personnel, Office of Security, Office of Medical Services, Security Staff of the DCI, the Assistant to the DCI, and the specific component of the employee involved in the emergency situation. When these emergencies arise during the normal duty hours, the required actions and coordinations can be effected very easily. It is the emergency situation which occurs after duty hours which may cause difficulty.

3. Most of the emergency situations which occur after hours are channeled through the Security Duty Office. In order to delineate the responsibilities of the Security Duty Officer, Attachment No. 1 entitled "Handling of Emergencies" is made a part of this Directive and is a guide to the handling of the most common types of emergencies which might arise. Where the emergency situation is so exceptional that it demands immediate action on the part of the Security Duty Officer such as where urgent medical assistance

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Excluded from automatic  
downgrading and  
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may be needed, he should take the action and follow with appropriate coordination.

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4. CIA Regulation [ ] dated 21 January 1962, entitled "Employee Emergencies and Unforeseen Absences," specifies responsibilities and prescribes practices for Agency action in the handling of employee emergencies. Among other requirements, it states that if an emergency should occur during nonworking hours, the Security Duty Officer (formerly Night Security Officer) should be called, and he will take necessary action to inform appropriate offices.

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5. In addition to the policies and requirements mentioned in [ ] there are several other principles which must be observed by those Office of Security personnel handling the emergency. They are as follows:

a. The Director of Security must be advised immediately of any serious emergency or any emergency concerning a senior Agency official. He should also be advised as soon as possible of any other emergency of an unusual nature which may result in inquiries to his Office from other sources.

b. The Assistant to the Director should be advised promptly of any matters which may result in inquiries from the press or in any unusual or unfavorable publicity.

c. The DDS/PS, as the Directorate of primary responsibility in the Office of Security, should be advised of emergencies involving staff employees.

d. The DDS/IOS, as the Directorate of primary responsibility in the Office of Security, should be advised of emergencies involving covert employees, covert matters or operational support.

e. The DDS/PTOS, as the Directorate of primary responsibility in the Office of Security, should be advised of emergencies involving physical, technical and industrial security.

f. The Special Security Center is the component of primary responsibility within the Office of Security handling requests for policy assistance involving codeword security matters, and should be advised in cases of emergency.

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g. Matters involving legal or congressional interests should be coordinated with the General Counsel or the Legislative Counsel, respectively.

h. Action in emergencies concerning staff employees overseas should follow the policies, requirements, principles, and guides prescribed herein, insofar as possible.

6. Attachment No. 2 entitled "Duty Officers - Offices of Security, Personnel and Medical Services" is made a part of this Directive. Deputy Directors and Staff Chiefs who have designated Duty Officers will advise the Security Duty Office of any changes in their Duty Officer rosters. The Security Policy and Executive Staff will be responsible for ensuring that the Office of Personnel Duty Roster in the above mentioned attachment is kept up to date.

7. In the handling of any emergency situation, each senior officer required to take the initial emergency action is authorized to call upon the personnel of his respective component for any assistance he may need.

8. The actions indicated in this Directive in no way are to be construed as abrogating the duties, responsibilities, or functions of any components within the Office of Security. Rather, its purpose is to ensure that guidance is provided in handling emergency situations.

9. Each major Support component under the Deputy Director for Support is required to send to the Security Duty Office copies of their Duty Officer rosters which will reflect each officer's name, period of duty, home address and telephone number, and a general statement of the functions of the unit the officer represents. The Security Duty Officer will use these rosters in conjunction with this Directive and its attachments to handle emergencies.



Howard J. Osborn  
Director of Security

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Attachments:

- No. 1 - Handling of Emergencies
- No. 2 - Duty Officers - Offices of Security,  
Personnel and Medical Services

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